

Format specifications: The 1999 Report of Organization - Form NC-9901

Your spreadsheet application must be capable of saving a file as a tab or comma-delimited text file (most spreadsheets, including Excel and Quattro Pro can; Lotus users may need to incorporate a script or macro to accomplish this).

Instructions

1. If the establishment data is already in a spreadsheet file, open that file. Otherwise, create a new spreadsheet file as follows:
2. Setting up the spreadsheet columns.

The first column is the store number, which is used as the unique primary key to import the establishment data. The remaining columns must be in exact order indicated by the following table. If you are using an existing spreadsheet, you may need to move the columns around to match this order:

Column	Field Name	Description	Maximum Length
A	Store Number	Unique primary key	9
B	EIN	Employer Identification Number	9
C	Name1	Name of the establishment	36
D	Name2		27
E	Street	Physical location of the establishment	36
F	City	City in which establishment is located	20
G	State	State in which establishment is located - must be entered in uppercase (ALL CAPS)	2
H	ZIP	Zip code in which establishment is located	9
I	Annual Payroll	Report in thousands	9
J	First Quarter Payroll	Report in thousands	9
K	Employment	Employees during pay period March 12, 1999	6
L	Major Activity Description	Major Activity Description	35
M	Key Date	Date in format MMYT <i>For Prelisted establishments</i> : Represents the data on which the status of establishments may have changed. See Column S (Status). <i>For New Establishments</i> : Represents the date on which you opened this establishment (MMYY).	4

N	Name1	<i>For Prelisted establishments:</i> Represents New Owner when Column S (Status) is 4=Sold or leased to another operator. <i>For New establishments:</i> Represents previous owner	36
O	Street	Physical location of establishment	36
P	City	City in which establishment is located	20
Q	State	State code in which establishment is located	2
R	Zip	Zip code in which establishment is located	9
S-pre	Operational Status	<i>For Prelisted establishments only:</i> Use the Status codes listed in step 5	1
S-new	Major Activity Code	<i>For New establishments only:</i> Use Major Activity Codes - See below	2
T-pre	Other	<i>For Prelisted establishments only:</i> Represents other status description when Column S (Status) is 5=Other	21
T-new	Date of Purchase	<i>For New establishments only:</i> Date in format MMYT	4

3. The Report of Organization software makes a distinction between prelisted and new establishments, so the import format must also make this distinction.

Prelisted establishments are those for which you reported data in last year's survey, and which already exist within Census records. The software comes pre-installed with the prelisted establishments from last year.

New establishments are those establishments that have opened during 1999, and need to be added to the Census records.

Columns A-L are identical for prelisted and new establishments.

For Prelisted establishments:

Column L represents the establishment's major activity description. If major code = 24 - other, specify major activity. (See table on page 4).

Column M represents the date (MMYT) on which the status of establishment may have changed (see Column S).

Columns N-R represent the new owner's name and address if the establishment's status is 4 = Sold to another operator (see Column S).

Column S represents the establishment's operational status (see step 5).

Column T represents the other status description if the establishment's status is 5 = Other (See Column S).

For New establishments:

Column M represents the date on which you opened this establishment.

Columns N-R represents the former owner's address if you acquired this establishment (see Column T).

Column S represents the establishment's major activity code (See below).

Column T represents whether the establishment was acquired from another owner.

4. Columns A-K are the same for both prelisted and new establishments, and contain most of the fields you would wish to import. You can import these common columns, and then use the survey software to provide information for any extra fields as needed.

5. For Column S, prelisted (Status), use the following Status codes:

Code	Description
1	In operation
2	Idle or inactive (but still owned)
3	Closed (no new owner or operator), dismantled, or destroyed
4	Sold or leased to another operator
5	Other

For Column S-new (Major Activity Code), use Major Activity Codes - See below.

6. Fill in the rows of the spreadsheet as appropriate. We have supplied you with the data for Columns B-H and Column L. Only update these columns if there is a change.

7. When you've entered all the data, save the spreadsheet as a tab or comma delimited text file. Note the location and name of this file.

8. Enter the Report of Organization and click on "Respond to Survey". Click Item 5, click the "Import data" button, and "Select file". Enter the location and name of the import file you saved in step 7 (should have a .txt or .csv file name extension). Click OK to import your establishment data.

Examples An example of a tab delimited import file may be found in the 1999 Folder.

1999 NC-9901 Major Activity Codes and Descriptions

Code	Major Activity Description
1	Agricultural production
2	Agricultural service
3	Minerals extraction/ore processing
4	Mining service/oil and gas field service
5	Utilities
6	Construction
7	Manufacturing
8	Merchant wholesaler
9	Commission merchant/broker/agent
10	Manufacturer's sales branch/manufacturer's sales office
11	Retail
12	Transportation/public warehousing
13	Information
14	Finance/insurance
15	Real estate/rental/leasing
16	Professional/scientific/technical service
17	Waste management/remediation service
18	Educational service
19	Health care
20	Social assistance
21	Arts/entertainment/recreation
22	Accommodation/food service
23	Activities/services for your own company or affiliated company, such as central administrative office, accounting, purchasing, legal, storage warehouse, and research laboratory. Specify activity.
24	Other - specify major activity